

**ELMWOOD ELEMENTARY HOME AND SCHOOL ASSOCIATION
BYLAWS**

Section I NAME

The name of this organization shall be the Elmwood Elementary Home and School Association. This is a division of the Naperville District 203 General Home and School Association.

Section II PURPOSE

The purpose of this not-for-profit organization shall be for the support, cooperation and communication among the students, staff and surrounding community.

Section III MEMBERSHIP

All parents and/or guardians of Elmwood Elementary School students and all current employees of Elmwood Elementary School are automatically members of the organization and the Naperville District 203 General Home and School Association. There is not a fee for membership.

Section IV MANAGEMENT

- A. The elected Executive Officers of the Association shall consist of a President, Vice President, Secretary and Treasurer and other positions as determined by the Executive Board.
- B. The above elected Executive Officers and the Principal shall constitute the Executive Board.
- C. The above-named Executive Board, a faculty liaison and the committee chairs shall constitute the Elmwood Elementary Home and School Board, hereafter known as "The Board".
- D. All Executive Officers shall hold office for a minimum one-year term and maximum of two-year term. If no additional candidates come forward, Executive Board may serve a maximum of three years. A one-year period is defined as being one fiscal school year beginning July 1st and ending June 30th. If an Executive Officer resigns, a successor will be

appointed by the Executive Board to serve the remainder of the term.

- E. All chair/co-chairpersons of standing committees shall hold office for a two fiscal school year term, with a maximum of three years. If a standing committee chair/co-chairperson resigns, a successor will be appointed by the Executive Board to serve the remainder of the term.

Section V DUTIES OF THE EXECUTIVE BOARD

- A. The President shall preside at all Elmwood Elementary Home and School Association meetings, hereafter known as “regular business meetings”, Executive Board meetings, appoint committees not otherwise specified, be ex-officio member of all committees and perform such other duties as prescribed by the Executive Board. The President shall act as custodian of the funds should the Treasurer be unable. The President shall sign all committee contracts. The President also serves on the Board of Managers of the General Home and School Association. The President shall also act as liaison between the Executive Board/Principal and the committee chairs.
- B. The Secretary shall be the keeper of the minutes and record regular business and special meetings which will be posted on the Elmwood School website in the Home and School section. The Secretary shall relay all general correspondence to members of the Home and School Association. The Secretary will also create and send out monthly Evites for Home and School Association meetings and create the agenda for regular business meetings. The Secretary shall also act as liaison between the Executive Board/Principal and his/her committee chairs and the school secretaries. The secretary is also responsible for maintaining the Home and School calendar and conveying updates to the office and school webmaster.
- C. The Vice President shall perform the duties of the President in his/her absence and such other duties as prescribed by the Executive Board. The Vice-President

shall also act as liaison between the Executive Board/Principal and his/her committee chairs. The Vice President shall reside over the organization of room parents and volunteers.

- D. The Treasurer shall be the custodian of the funds of the organization and shall disburse funds on the order of the Executive Board. The Treasurer shall present to the Board for approval a proposed budget at the beginning of each fiscal year. The Treasurer shall prepare monthly financials including a General Ledger, Profit and Loss Statement and Bank Reconciliation. Financials shall be sent electronically to the board before a regular business meeting and be voted as accepted during the regular business meeting. Any expenditure amount over \$500.00, not an already approved budget item, must be brought to the Board for approval. The Treasurer will also insure that committee reimbursements for expenses fall within the established budget. Any overages will immediately be reported to the Executive Board. In addition, the Treasurer shall also act as liaison between the Executive Board/Principal and his/her committee chairs.

Section VII MEETINGS

- A. The number and times of regular meetings shall be decided by the Executive Board with a minimum of three meetings per school year. Meeting dates shall be posted on the Elmwood Elementary School web-site calendar and shall be open to all members.
- B. Items to be placed on the agenda, for regular business meetings must be submitted in writing by the members to the Executive Board five school days prior to meeting date.
- C. Any Board meetings not posted on the Elmwood Elementary School website calendar will be known as “special meetings”. Special meetings may be held at the discretion of the President, and are open to all members.

- D. Voting privileges are granted to all members of the Elmwood Elementary Home and School Association present at any meeting, regular business or special.
- E. For monetary matters involving less than \$1000 or not involving monetary matters, quorum will be defined as five (5) members of the Home and School Association. For monetary matters involving more than \$1000, quorum will be defined as seven (7) members of the Home and School Association.
- F. A majority vote will carry all motions and constitute a successful motion. A majority vote can be obtained also electronically and shall be hereafter called "Electronic Votes". A majority vote is defined as quorum or greater.

Section VIII STANDING COMMITTEES

See Addendum A (attached) for specific committee descriptions.

Each Committee shall have the following responsibilities:

- A. The work of all standing committees shall be subject to the approval of the Executive Board.
- B. Each Chair/Co-Chairpersons, shall select as many committee members as necessary to carry out the work of the committee.
- C. The President or Social Media/Electronic Communication Chairperson will maintain committee documents via Google Docs for each committee. The descriptions, duties and procedures of each standing committee will be updated annually by the standing committee chairperson and reviewed by the Executive Board.
- D. The Chairperson of each committee shall prepare a report of the current year's activities, along with any recommended changes to the committee documents, (including updating committee descriptions), for submission to his/her successor and to the President. These documents will be maintained on a shared Google Documents site.

- E. The Chairperson of each committee will be responsible for managing the revenue and expenses for his/her committee in accordance to the current fiscal year's budget. Any expenses anticipated exceeding the current fiscal year's budget requires Executive Board vote and written approval (electronic communication is acceptable). Expenses exceeding the budgeted amount without approval may not be reimbursed.

Section IX NOMINATIONS AND ELECTIONS

A. Executive Board

1. The nominating committee consists of the Nominations Chairperson(s), Principal and additional committee mentors as deemed necessary, none of whom may be a candidate for executive office.
2. The Nominating Chairperson shall seek a written nomination resume form (or digital copy) from any members that wish to be considered for an Executive position on the election slate.
3. The prerequisite to be nominated for President is previous Executive Board experience.
 - a. Should no candidate be available with previous Executive Board experience, a candidate must have Chairperson experience.
 - b. Should no candidate be available with Executive Board experience or Chairperson Board experience, a member of the Elmwood Elementary Home and School Association may be nominated.
4. The Nominations Committee shall present a slate of Executive Board candidates for office at a regular business meeting.
5. The method of election is an anonymous written ballot vote during a regular business meeting.
6. Voting privileges for Executive Officers are granted to all members of the Home and School Association.

7. Any member of the Executive Board may resign, provided that a resignation may be made in writing and delivered to the President. Resignation shall be effective at the time of delivery as no vote is required. Any member of the Executive Board may be at any time removed from office by a majority vote of the entire Executive Board at any business meeting of the Executive Board.

B. Standing Committee Chairpersons

1. If current Committee Chairperson is unable to serve another term(s), the position is open to all Elmwood Elementary Home and School Association Members.
2. The Nomination Committee Chairperson will actively seek members to fulfill the standing committee chairperson positions.
3. If all standing committee chair seats have not been appointed by June 30th, the President shall attempt to fill the openings until the first day of school. After the first day of school, the Nominations Chairperson shall continue to fill the needed positions.

Section X AUDIT AND FISCAL YEAR

- A. The fiscal year of the Association shall end on June 30th of each year.
- B. The Elmwood Elementary Home and School Association is responsible for paying its portion of the expenses incurred for the annual audit as determined by the Naperville District 203 General Home and School Association.

Section XI AMENDMENTS

These policies and procedures may be amended at any regular business or special meeting with a quorum established. Bylaws will be reviewed by the Executive Board on an annual basis.

Section XII RULES OF ORDER

Robert's Revised Rules of Order, most recent edition, shall govern the general order of all business in so far as they do not conflict with provisions of these policies and procedures.

Section XIII NAPERVILLE DISTRICT 203 GENERAL HOME AND SCHOOL

The policies and procedures shall be governed by the Naperville 203 General Home and School articles of the Association and Bylaws and may not conflict with the said Bylaws.